

Surf Life Saving Sydney Northern Beaches Inc.**Executive Meeting Tuesday 15th February 2011**

SNB Headquarters, Unit 9/1 Vuko Place Warriewood 2102

ATTENDANCE

Gordon Lang (President), David Murray (Deputy President), Phil Cullis (Director Finance & Administration), Steve Faddy (Director of Rescue Services), Ross Tester (Director of Surf Sports), Glen Langley (Director Youth & Membership Development), Alan Mason (Director of Sponsorship & Marketing), Steve McInnes (CEO), Jen Huston (Manager)
Richard Andjelkovic (Assistant Rescue Services Director), John Fahey (Assistant Surf Sports Director)

APOLOGIES:

Michael Wasley (Director of Education & Assessment)

PREVIOUS MINUTES

Branch Executive Meeting of 18th January 2011 – Carried

Note:

Outstanding actions and Business Arising from Minutes - as per Attached Board of Management Report

MINUTES

Item	Area	Discussion	Action	Date
2905	Risk Management & Important Issues	<p>Discussion was held on the Boat stands at carnivals as there has been a problem with particular stand collapsing. Director of Surf Sports advised first stand was repaired shortly after the incident. The second stand which collapsed at the Manly carnival was not a SNB stand. Manly LSC borrowed the stands from Central Coast branch, the club usually borrows a stand from SLSNSW however this was unavailable. Director advised he was unaware the club had borrowed the stand from Central Coast, it was noted Director should be aware of what equipment is being used as Branch is responsible.</p> <p>Director Finance & Administration asked if the problem was reported on the carnival forms, as a process anything that needs to be addressed should be noted on these forms at the end of the event. In addition to this if any incident occurs a report needs to go out to the executive immediately. CEO and Director of Surf Sports to create a new form to cater for equipment incidents.</p>	<p>Director Surf Sports</p> <p>CEO</p>	15 th March
2906	Risk Management & Important Issues	<p>Director of Sponsorship and Marketing discussed points he would like included in the Draft grievance procedure;</p> <ol style="list-style-type: none"> 1. In any complaint process the person hearing/deciding the issues must not be someone involved in original issue. 2. Time frames should be built in where possible at all levels. 3. Right of appeal needs to be advised to the person lodging the complaint. 4. Paperwork is essential, the complaint needs to be recorded as soon as it is made with standard details such as whom has made it, date time, club etc. 5. Good idea to get person making complaint to reduce to writing, list the core problem, if they are unable to do the CEO should write it down and send it to them to sign off. 	CEO	1 st March
2907	Risk Management & Important Issues	<p>Director of Rescue Services raised the issue of Patrol tents advising that a member has been injured as a result of the tent been blown down. Director advised the tents aren't stable enough in windy conditions and has discussed a few options at Club Captains meeting; screw in tent pegs, double ropes on the corner. It was suggested Surfcom give warning and they determine if tents should</p>	Director rescue Services	15 th March

		be up or not taking into account the weather conditions. Director will look at options to make more stable and come back with costings.		
2908	Sponsorship & Marketing	Director advised that a member of the Sponsorship and Marketing Committee has indicated some interest in standing for election as Sponsorship & Marketing Director. A meeting will be held this week.	Info	n/a
2909	Sponsorship & Marketing	Director advised the Sponsorship Committee went through all Director's wishlist/budget and have come up with what the committee will target for sponsorship money, Director and CEO to work on the numbers.	Info	n/a
2910	Business Plan	President went through current business plan and advised he was looking at restructuring for next year. At the end of April all Directors should be able to mark all items of the plan as completed or ongoing.	All Directors	30 April 2011
2911	Business Plan	CEO presented copies of the Central Coast strategic plan and advised Central Coast were happy for us to use the plan as a basis for SNB plan. Will be looking at a strategic plan and an action plan which should be the outcome of the planning weekend.	Info	n/a
2912	Surf Sports	Discussion on the East Coast Surf Festival debrief. Financially each Branch broke even this year, EnergyAustralia advised they wouldn't sponsor the event next year. Director advised SNB don't really want to be involved as our clubs did not support. BoSS Committee was luke-warm about it, there were too many events on at the time and there wasn't a round held on the Northern Beaches, Director will put on the agenda for Thursday's BoSS meeting.	Director Surf Sports	15 th March
2913	Surf Sports	Director raised the issue of one of the Officials working at the Junior Branch carnival during the weekend. The Official in question is no longer accredited. If Officials are not accredited we are putting our members at risk. Director to speak to the person in question and offer alternate duties at carnivals which may be more suitable.	Director Surf Sports	15 th March
2914	Surf Sports	Director advised the issue regarding a R&R Official had been resolved.	Info	n/a
2915	Surf Sports	Director advised Christine Hopton did a great job commentating at the Junior Championships last Sunday,	Info	n/a
2916	Surf Sports	Director asked for approval to purchase t-shirts for IRB personnel, the approximate is \$500, spend was approved. Director of Finance & Administration requested this be included in the Surf Sports budget next year.	Info	n/a
2917	Surf Sports	Director advised he would be an apology for the next Executive meeting as he will be attending the State Championships.	Info	n/a
2918	Finance & Admin	Director presented financial reports for Branch. Director noted there were a still a number of clubs with overdue accounts, these need to be paid urgently. Motion: To accept Financial reports presented for Surf Life Saving Sydney Northern Beaches Inc. Carried.	Motion	Carried
2919	Youth & Membership	Director advised there was a Membership Snapshot from SLSNSW attached. Overall SNB accounts for 26% of State Membership and is healthy in most membership categories. CEO advised that he had done some analysis of the statistics and prepared a commentary which will be emailed out.	CEO	1 st March
2920	Youth & Membership	Board of Youth & Membership meeting to be held on Thursday, Director advised Sally Mulligan would like to be part of the Board as a volunteer. Director recommended Sally Mulligan be his Assistant Director. Executive supported this decision.	Info	n/a

2921	Youth & Membership	Director advised MOC panel has met once, and are working their way through recommendations. It was recommended the SLSNSW and SLSA Club of the Year competition run separate to the Most Outstanding Competition. To encourage clubs to enter the SLSNSW & SLSA MOC competition points are to be awarded to clubs nominating for the award. These points will be added at Youth & Membership. If SLSNB needs to nominate 1 club only and has a number of entries then this will be announced at our MOC evening.	Info	n/a
2922	Rescue Services	Director advised Board of Life Saving minutes were attached.	Info	n/a
2923	Rescue Services	Director advised he was very concerned with a particular club, the Director went through a list of the issues and advised he has sent letters to the Club in question regarding these infringements, the President of the club in question was to attend a meeting but did not show up. Director has since sent a formal letter regarding compliance and to date no response has been received. SNB President will call the Club President and advise of the outcome. Discussion was raised regarding competing at carnivals if a club is not meeting patrol obligations. It was agreed clubs should not be able to compete if they cannot meet their patrol obligations	President Director of Rescue Services	17 th February
2924	Rescue Services	CEO advised he had one quote for new jet ski. CEO advised he had a number of discussions and had been made aware of Seadoo looking at off -loading their jetskis after using at the Australian Championships, approximate cost for this is \$10,000. CEO to follow up with BRP.	CEO	1 st March
2925	Surf Life Saving School	CEO advised the Surf Life Saving School report was report attached, noting MAA is funding\$20,000 for surf safety classroom talks this term.	Info	n/a
2926	President	Discussion was held regarding voting rights at Club AGM in reference to letter from the Club in question. It was noted that two areas of concern could not be proven. To be consistent in the way that the Branch dealt with a similar complaint, this matter will be referred to State Centre. It was further discussed Branch needs to ensure clubs comply with the correct voting procedure at their AGM and be aware if they do not follow this procedure their vote may be challenged. CEO to write letter to all clubs advising of the SLSA Regulations.	CEO	1 st March
2927	President	Discussion on the changes to Support Officer role. Executive agreed there was no interest in having a fully-funded support officer working with clubs from SLSNSW headquarters as it was felt this would cause a lot of communication issues and potential conflict . Executive recommended the options be put to the Board of Management for a vote. It was recommended that another option is to negotiate terms with SLSNSW whereby they fund a Support Officer position within the SNB structure. It was further noted funding comes from a grant which needs to be spent on this role. It was agreed a clear job description would be developed for the support officer, they would report to Branch and Branch would report to SLSNSW. Options: <ol style="list-style-type: none"> 1. To employ a 'shared' Support Officer, similar to the current 'agreement' until termination (30th September 2011). Approaching termination review the agreement, with a commitment to a <i>Support Officer</i> role in SNB Branch. 2. For SLSNSW and SNB Branch to agree to mutually terminate the current agreement. 		

		3. If 2 above is agreed, negotiate with State for funding to have a Support Officer employed to work within the SNB structure.		
2928	General Business	Scheduled SLSNSW workshop for tomorrow evening to be cancelled as only three clubs have accepted, CEO and President to develop a discussion paper for the Board of Management Meeting, this will be distributed to Club President prior. SLSNSW President and Directors have been invited to attend next BoM . President noted that an invitation will be sent to SLSA and SLSNSW President and to attend the SNB Club Conference on 14 th May.	President CEO	25 th February
2929	General Business	CEO raised the issue of paying out of pocket expenses, Branch requires receipts for all expenses, Director of Surf Sports to follow up what expenses were actually for.	Director Surf Sports	1 st March
2930	General Business	Question was raised on the Policy for selecting and appointing the ESO for carnivals, Director of rescue Services selects a pool of suitable people, Director then appoints an ESO for the specific carnival. Director of Finance & Administration requested copy of the policy	Director Surf Sports	1 st March
2931	General Business	Dates for Executive Planning conference to be emailed to all Directors to confirm their availability – proposed date 17 th /18 th /19 th June.	Manager	1 st March

Meeting Closed: 9.16pm

Executive Meeting: March 15th, 6.30pm SNB Headquarters
Board of Management Meeting: 1st March, 2011 SNB Headquarters